

Bui Phan Anh Tu

Freelance Translator & Interpreter

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Experience

10/2009 – Present	SOFTTITLER Net, Inc. <i>An International provider of subtitling services with offices in USA, Canada, Italy & India</i> Freelance Translator	Burbank, CA, USA
10/2010 - Present	One Hour Translation <i>The Web's Leading Translation Service provides High Quality Professional Translation 24/7</i> Certified Translator	New York, NY, USA
05/2006 – Present	G&H Management Services Ltd. <i>A Leading International Management Training & Development Consultant</i> Management Facilitator & Coach	Ho Chi Minh City, Vietnam
06/2008 – 06/2009	Paragon Immigration Consultants <i>A Canadian consulting company specializing in immigration services</i> Chief Representative	Ho Chi Minh City, Vietnam
10/2005 – 04/2006	LG Vina Cosmetics JV Co., Ltd. Deputy Manager, Education	Ho Chi Minh City, Vietnam
01/2001 – 10/2005	Prudential Vietnam Assurance plc Senior Executive, Training & Development	Ho Chi Minh City, Vietnam
11/1999 – 01/2001	Vidotour Indochina Travel <i>A Vietnamese Leading Inbound Tour Operator</i> Travel Consultant	Ho Chi Minh City, Vietnam
07/1998 – 11/1999	Caravelle Hotel Personnel Clerk	Ho Chi Minh City, Vietnam

Education

09/1993 – 07/1998	Ho Chi Minh City University of Economics BA in Business Administration Major field of study: Hospitality and Tourism Management	Ho Chi Minh City, Vietnam
12/1994 – 10/1998	University of Social Sciences and Humanities BA in English Linguistics and Literature	Ho Chi Minh City, Vietnam

Skills

- Languages: English (**Fluent, TOEFL: 597**), Vietnamese (native language), German (basic), French (basic)
- Computer: Lotus Notes, Ms Word, Ms Excel, Ms Powerpoint, Internet Browsing, E-mail Client Application, and Search Engine
- CAT Tools: Wordfast

Specializations

- Training & Education, Human Resources, Banking & Finance, Catering / Hospitality, Travel / Tourism, IT / Internet / Computing, Insurance, Marketing, Law / Patents

Work Undertaken

- Advertisements, Brochures, Catalogues, Newsletters, Presentations, Technical Datasheets, Training Manuals/Handout, User Guides
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